Mobile App

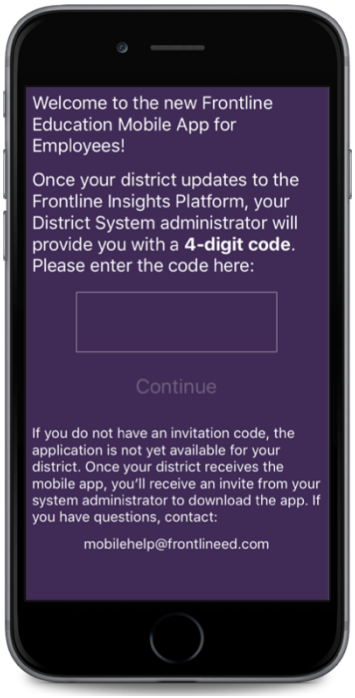
Districts that purchase the Frontline Insights Platform also gain access to the new Frontline Education mobile app! The app provides increased accessibility to features such as absence creation, Leave Balance recognition, and multiple absence tracking tools.

REQUIREMENTS

You must have the following qualifications to access the app:

- Your district must utilize the Frontline Insight's Platform.
- You must utilize employee-based functionality.
- You must receive a 4-digit invitation code from your district to gain initial in-app access.

> The Frontline mobile app is not available to substitutes and does not replace or conflict with the Jobulator app. Substitutes who subscribe to Jobulator will continue to accept and view future assignments through that application.



GETTING STARTED

Access the app store on your mobile device and download the Frontline Education app.

Once you complete the download, open the app to view an initial welcome page.

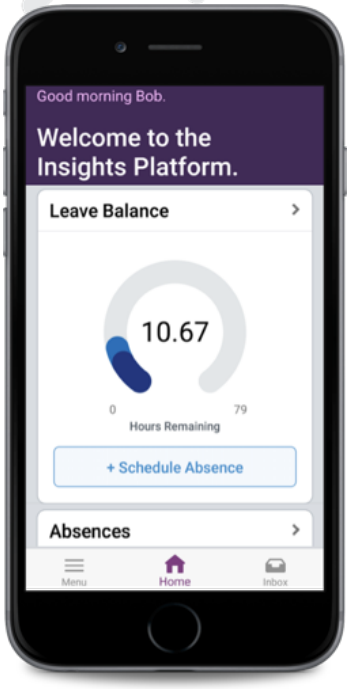
Your district will provide you with a unique 4-digit invitation code. Enter this invitation code into the space provided and click **Continue**.

The welcome page displays "Accepted" if you enter the correct credentials, and you can click **Continue** once more to proceed to a sign in page.

Enter your Frontline ID account and click **Sign In**.

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HOMEPAGE



The homepage provides a graph with current absence or leave balance details (if enabled) and displays any scheduled absences. You can access your Inbox or Navigation Menu at the base of the page, or you can select the option to schedule an absence.

The "Inbox" option provides instant access to any pending messages or email notifications. The "Menu" option opens a side navigation bar where you can access current tools and settings such as your Absences page.

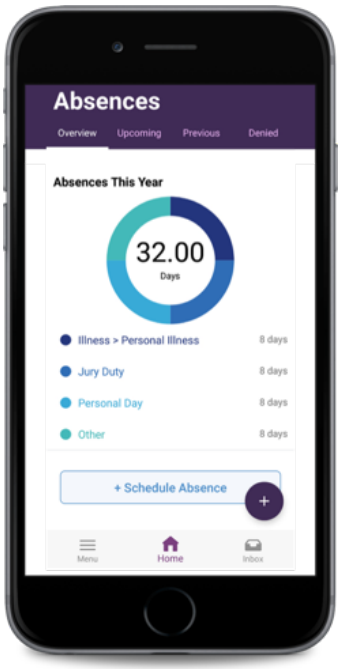
ABSENCES

The Absences page provides an overview of available Paid Time Off (if leave balances are enabled) or absences this past year (if available). The page also includes upcoming, past, or denied absences. The app categorizes your Paid Time Off in accordance with current available hours. (See images below.)

CREATE AN ABSENCE

As mentioned above, select **+Schedule Absence** on the homepage to create an absence. Choose your absence timeframe, indicate whether a substitute is required, and include notes for the Admin or sub!

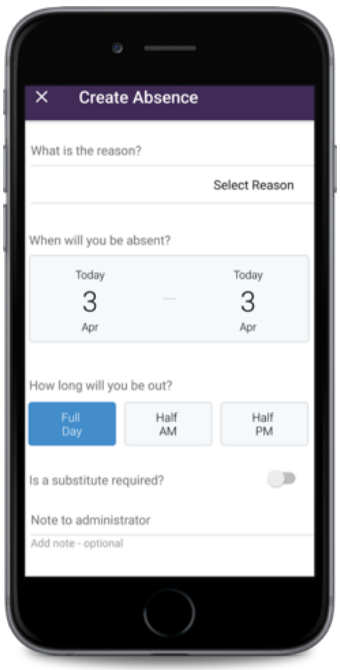
(Absences This Year enabled)



(Leave Balances enabled)



(Absence Creation)



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